

DHSS Job Aid 19: Amending Timesheets

- The Amending timesheets function is used when you are updating a prior pay period that payroll has already processed within a 28 day timeframe. This would be used for any retro or historical hour changes; anything over 28 days you must complete an amendment request form and contact your local HR office. An example of how the 28 days are applied is below:

Data Entry Period* (System dates)	# of Editable Days Past	Current Pay Period	Amendment Pay Periods
04/06 – 04/16 *04/19 = EOPP	28	04/02 – 04/05	03/19 -04/01 03/05 -03/18
04/17– 04/19 (noon) *04/19 = EOPP	28	04/02 – 04/05	03/19 – 04/01

- From the dashboard, click on **Edit Employee Time** in the **Time Entry** window.

The screenshot displays the eSTAR dashboard with four main sections: Time Entry, Schedules, Reports, and Employees. The 'Time Entry' section is highlighted with a red box around the 'Edit Employee Time' link. The 'Schedules' section contains links for My Calendar, Employee Calendars, My Time Off, Review Time Off Requests, Assign Schedules, Manage Group Schedules, My Swap Requests, and Review Swap Requests. The 'Reports' section contains links for View Reports, New Analytics Report, and View Analytics. The 'Employees' section contains a link for Maintain My Employees. The 'Settings' section contains links for My Contact Preferences and Manage Delegations.

3. Change the pay period displayed and select the employee timesheet you want to amend.

Date	Pay Code	Hours	Clock In Name	Clock Out Name	Amount
Sun 09/06	HOL Holiday	7.50			
Mon 09/07	WK_SCH_ELAPSED Work Sch	7.50			
Tue 09/08	WK_SCH_ELAPSED Work Sch	7.50			
Wed 09/09	WK_SCH_ELAPSED Work Sch	7.50			
Thu 09/10	WK_SCH_ELAPSED Work Sch	7.50			
Fri 09/11	WK_SCH_ELAPSED Work Sch	7.50			
Sat 09/12					
					37.50

4. To amend a timesheet, click the **Amend** button for the timesheet in the pay period that needs to be modified.

5. Edit and **Save** the timesheet. The **Other Versions** button appears.
*If you have any questions about editing a timesheet, please refer back to *Timesheet-Editing Employee Time and Using Pay Codes Job Aid*.

6. Click the **Other Versions** button. The **Timesheet Versions** window appears.

7. Click **View This Version** to display the timesheet.

8. Click **Compare To Open Version** to list the differences between the two versions. A pop-up window displays the results of the comparison.

Other Versions

Time Sheet Comparison Report
Employee: McCoy, William K. (A008-0006)
Period: 03/25/2012 - 03/31/2012

Version #1 04/02/2012 02:36 pm → Open version 03/22/2012 03:35 pm

Print

Work Date	Pay Code	In/Out	Out Time	Hours	Amount
Mon 03/26	WORKED	06:00 am	06:00 pm	0.00	\$0.00
Tue 03/27	WORKED	06:00 am	06:00 pm	0.00	\$0.00
Wed 03/28	WORKED	06:00 am	06:00 pm	0.00	\$0.00
Thu 03/29	WORKED	06:00 am	06:00 pm	0.00	\$0.00
Fri 03/30	WORKED	06:00 am	06:00 pm	0.00	\$0.00
Sat 03/31	WORKED	08:00 am	04:00 pm	0.00	\$0.00

Legend

Example	Meaning
An unchanged value	No change
Value in version #1	Data changed
Value in open version	Data changed
Added	Added to open version (In open version, but not in version #1)
Deleted	Deleted from open version (In version #1, but not in open version)

Close

9. After viewing the comparison, you can print the results, or close the window to return to the timesheet. Once the amendment is made the timesheet needs to be approved by the manager to flow to payroll.
10. **Once a timesheet has been amended it must be approved to flow to payroll.**
11. If it is beyond the 28 day timeframe you need to contact HR. The manager needs to complete the amendment request form found on the DHSS eSTAR website and send it to their local HR office.